Accounts Payable: Invoice Processing Invoice Certification

Note: The application is most effective in the latest version of Mozilla for Windows users and the latest version of Safari for Mac users. In each browser, pop up blockers must be turned off.

Purpose

The purpose of this document is to guide certifiers through the steps to take action on invoices.

Procedure

Certification of an invoice is set on the Purchase Order and allows the certifier to acknowledge that services/goods have been performed/received. Providing this certification is acknowledging that the invoice has been reviewed and the payment should be made to the vendor for the services/goods that have been received on behalf of the Laboratory. It is expected that the certifier performs this review in an expeditious fashion to allow payment to be made within terms of the vendor's subcontract. Any discrepancies that prevent the certifier the inability to certify the invoice are reported to the Accounts Payable department as soon as they are discovered.

The Accounts Payable Automation system will route the invoice to the named certifier on the PO for certification. If the invoice is over $100K and is associated with a purchase order that is equal to or greater than $1M the, system will route the invoice to the Signature Authority System (SAS) approver and responsible buyer to gain their approval and concurrence respectively. If the PO is associated with travel and the vendor has billed for travel related expenses, the system will route the invoice to the Travel Team for their review. Once all appropriate approvals have been received, the invoice is released from hold and payment is made.

The certifier has several available actions that can be taken on an invoice.

- Selecting "certify" allows the invoice to move through the workflow and payment to be released to the vendor.
- Selecting "issue" allows the certifier to return the invoice to Accounts Payable for resolution of an issue (e.g. the invoice does not contain back up or the invoice has a discrepancy).
- Selecting "PID changes" allows the certifier to return the invoice to Accounts Payable and request additional lines for additional project id distribution or to change the line that the invoice is matched to.
- Selecting "reject" allows the certifier to decline the invoice for payment.
- Selecting "researching" allows the certifier to place the invoice on hold for later action (by the certifier).
- Selecting "short pay" allows the certifier to return the invoice to Accounts Payable to adjust the invoice amount to be paid.

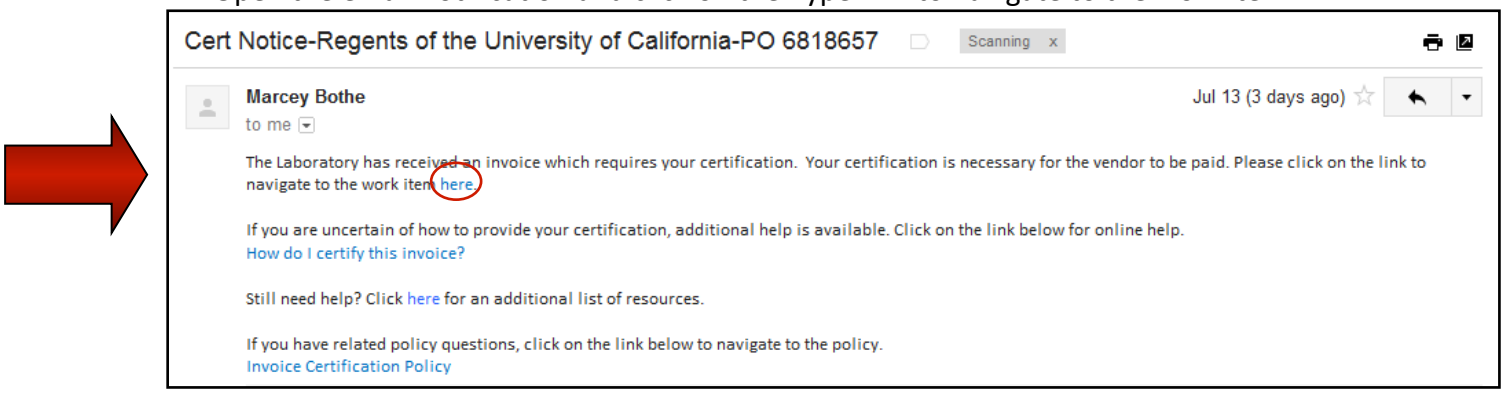
The certifier can take action on an invoice awaiting certification in two ways:

1. Taking Action- Email Notification.
2. Taking Action- Accessing Work Queue.

Procedure Steps

Taking Action - Email Notification

1. Open the email notification and click on the hyperlink to navigate to the work item.



2. The hyperlink will launch two windows, one contains the Financial Management System (FMS) screens and the second will open the Approval Workflow Screen.

FMS Screen	Approval Workflow Screen

• Displays the project id the invoice is posted to
• Indicates which lines of the PO will be charged
• Shows the dollar value for each line of distribution
	• Displays an image of the invoice
	• Allows for action by the Certifier
	  ○ Certification of invoice
	  ○ Communication of an issue
	  ○ Request a project id change
	  ○ Rejection of the invoice
	  ○ Research (by Certifier)
	  ○ Request short payment
	• Allows certifier to add attachments to original invoice

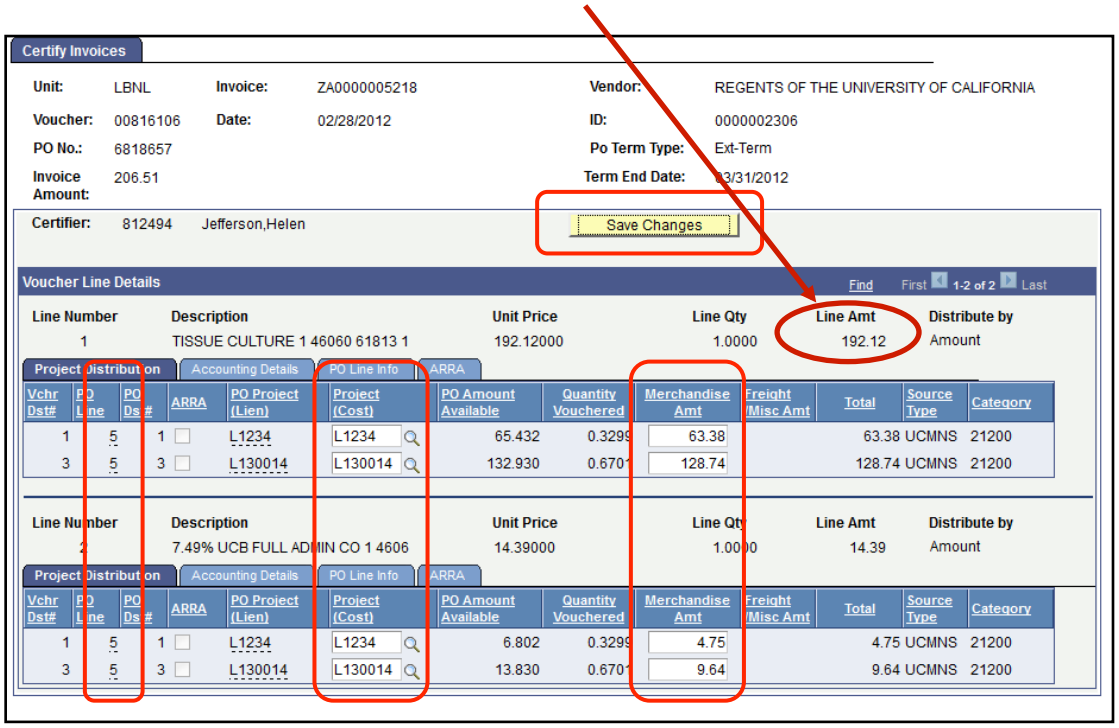
FMS Screen

1. Populate the screen with your LDAP user name and password.

The "Certify Invoices" screen is opened after signing on.

2. The FMS screen is presented showing:
   a. PO line(s) utilized
   b. Project id's selected
   c. Total(s) for each project

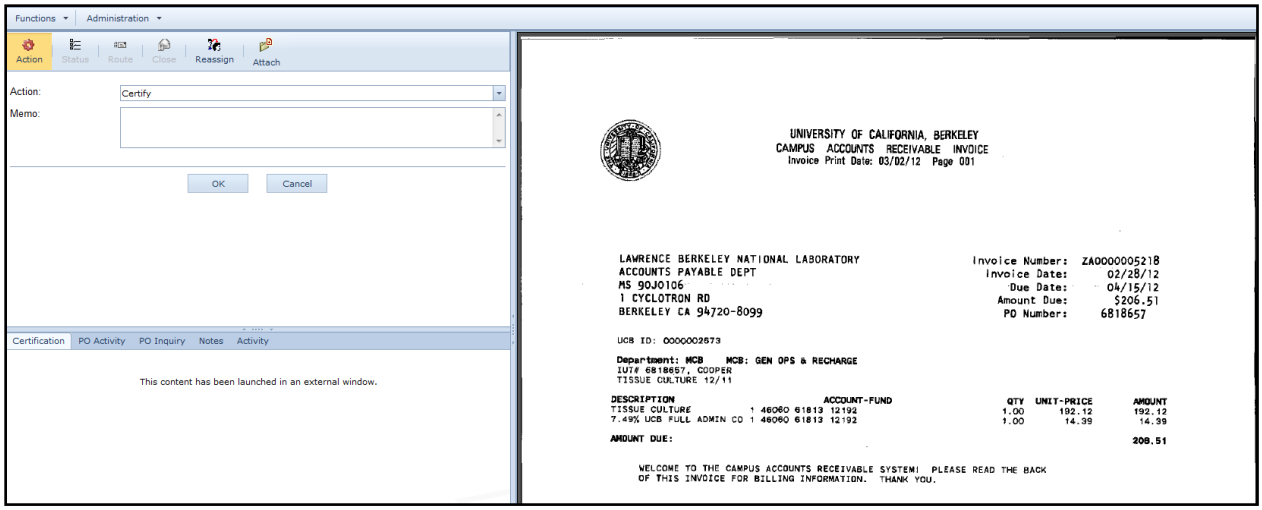
Note: The project id and line total are available for edit. The certifier can modify the project id and the associate allocation of costs between the project ids to the extent that all the allocations add up to the line amount that has been presented.



3. After your review:
    d. Click Save changes
    e. If no changes were made simply close the window

Approval Workflow Screen

1. The workflow screen is presented for review of the invoice and to take the appropriate action.



See step 2 on following page.

2. The available actions are:

Action	Description
Certify	This action allows the certifier to approve invoice for payment.
Issue	This action allows the certifier to communicate problems with the invoice to Accounts Payable. The invoice is routed back to the Accounts Payable team to take a follow up action.
PID Changes	This action allows the certifier to request additional lines of distribution to further break down by additional project ids. *Note: The project id and line total are available for edit in the FMS screen by the certifier. The certifier can modify the project id and the associate allocation of costs between the project ids to the extent that all the allocations add up to the line amount that has been presented.* This action should only be used when the certifier cannot make the PID changes on their own.
Reject	This action allows the certifier to decline the invoice for payment. This should only be used if the vendor is not to be paid for the services or goods rendered. This routes the invoice back to the Accounts Payable team to take a follow up action.
Researching	This action is used to keep the work item with the certifier to allow time for external research on the appropriateness of the item.
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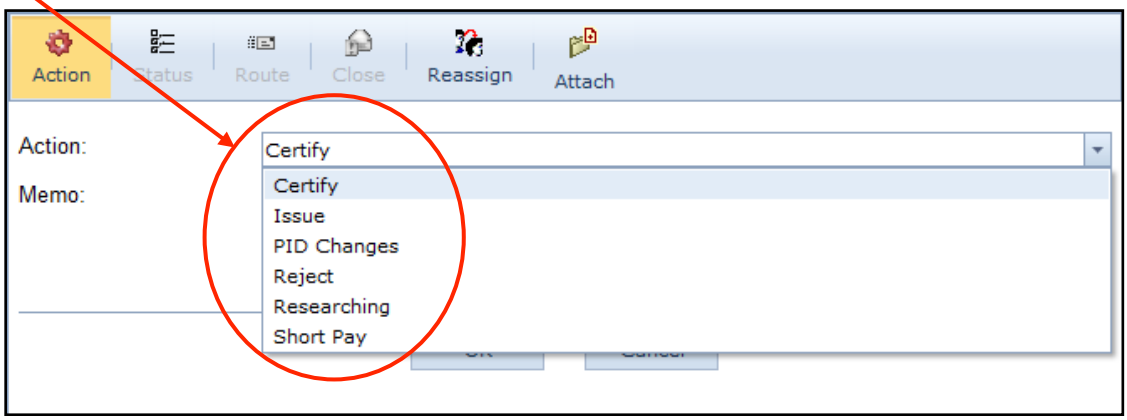
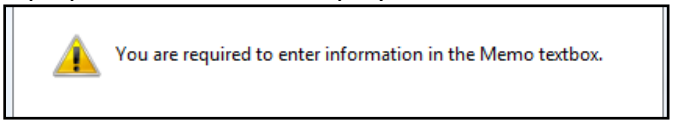


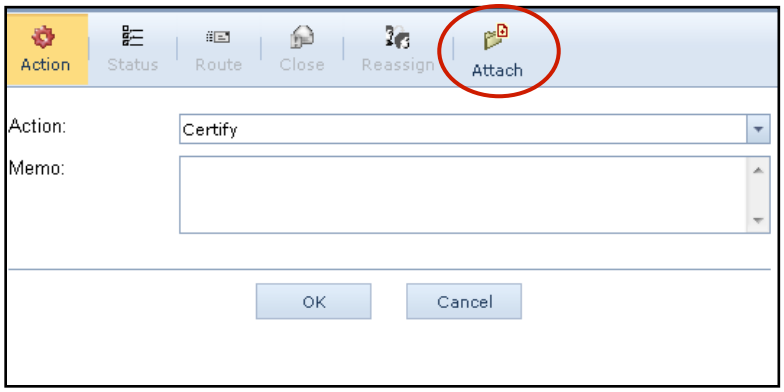
3. If the item is placed in the actions of "Issue," "Reject," "Short Pay," or "Researching," the memo box must be populated with text summarizing what the problem is. If this area is left blank, the pop up screen below is displayed.



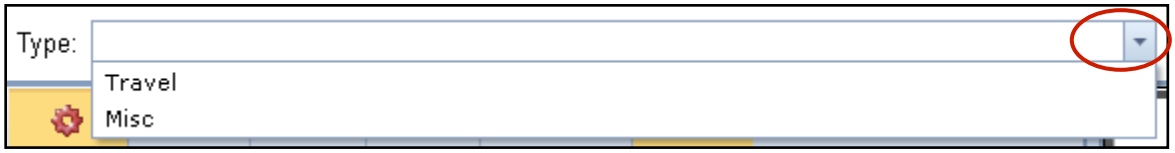
4. The certifier has the ability to attach additional backup if needed. An example of this usage is if the vendor did not supply the needed support to back up their travel. The certifier can attach these additional supporting pages to the invoice. This back up is retained and archived with the document.

   Note: Skip this step if the original invoice is complete as presented.

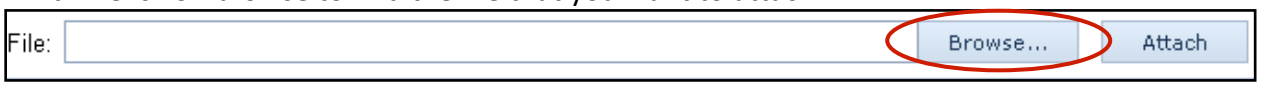
   a. Select "Attach."



   b. A bar above this area will open up.
   c. Select the type of attachment by dropping down the arrow and clicking the selection from the list.

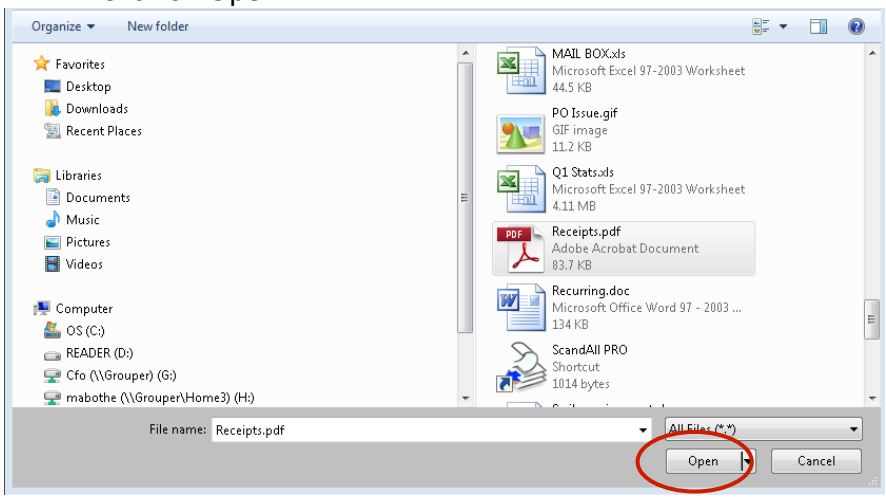


   d. Click on browse to find the file that you want to attach.



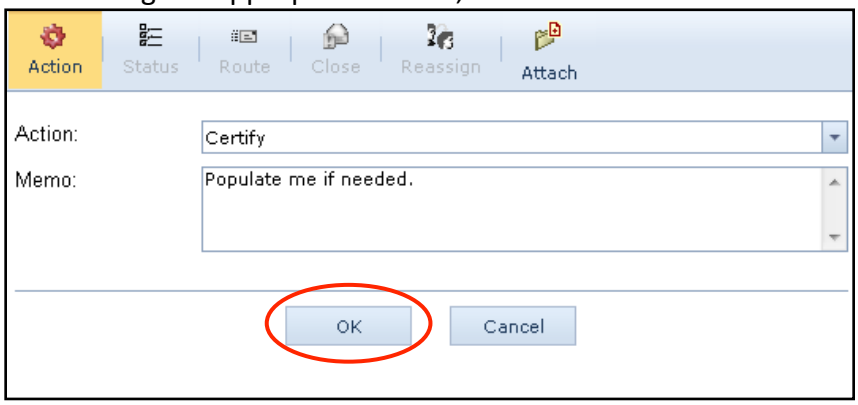
Note: PDF Formats are the preferred file type for this functionality.

   e. A window is opened up for the file to be selected.
      i. Navigate to the file
      ii. Click on Open



f. Click on Attach

g. After taking the appropriate action, select "OK"



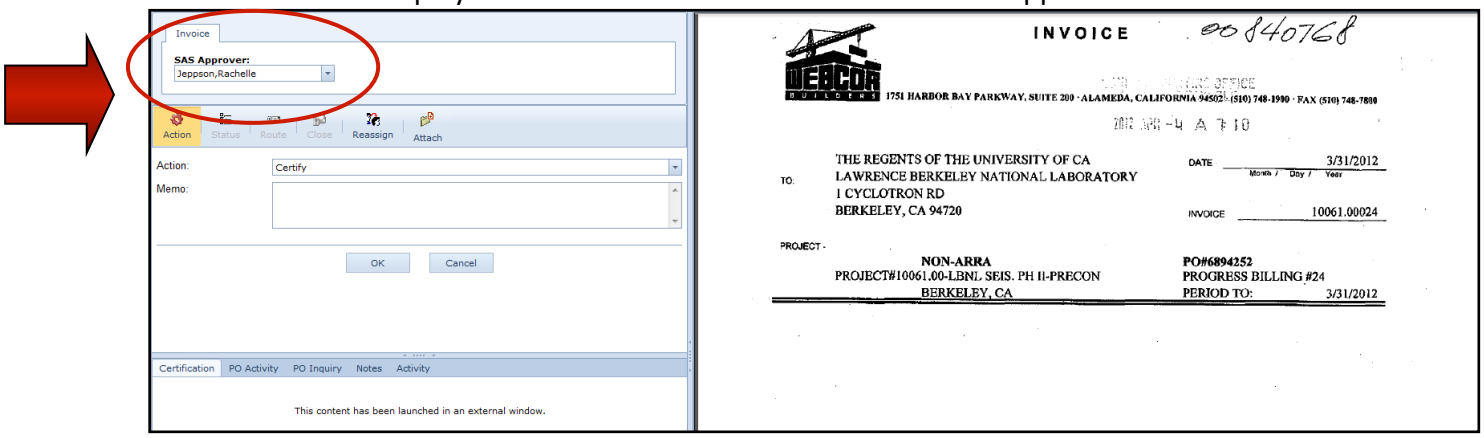
5. Certification of the invoice is complete and you are returned back to the invoice notification.

Certifying Invoices that Require SAS Approval

High dollar invoices require additional approvals prior to payment. A high dollar invoice totals $100K and is associated with a purchase order that is equal to or greater than $1M. High dollar invoices require additional approval from an authorized employee with signature authority and acknowledgment from the buyer to ensure that the pricing, along with the terms and conditions, are in alignment with the subcontract.

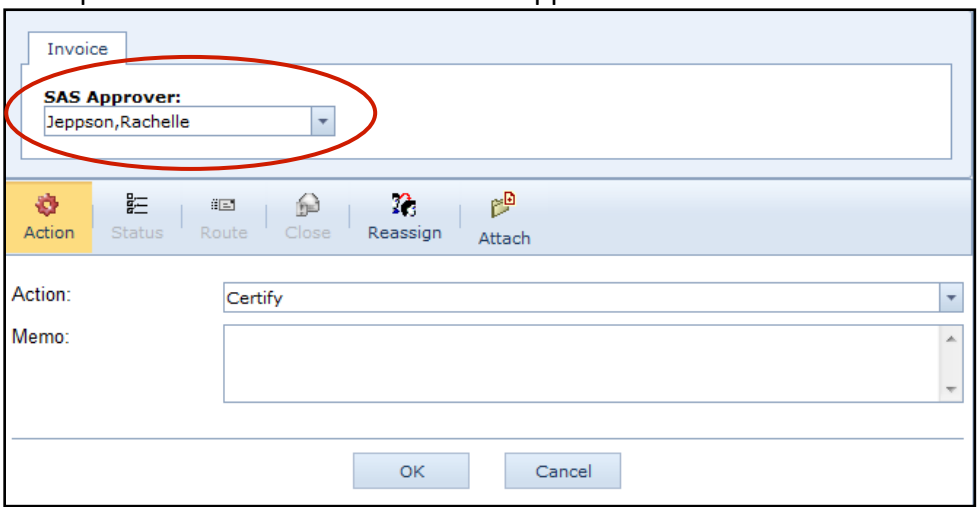
Note: The buyer is sent a separate notification, automatically through the system, to provide their acknowledgment. No action is required by the certifier.

For these invoice, when the workflow screen is presented for review of the invoice an additional area is displayed so that the certifier can select the SAS approver.

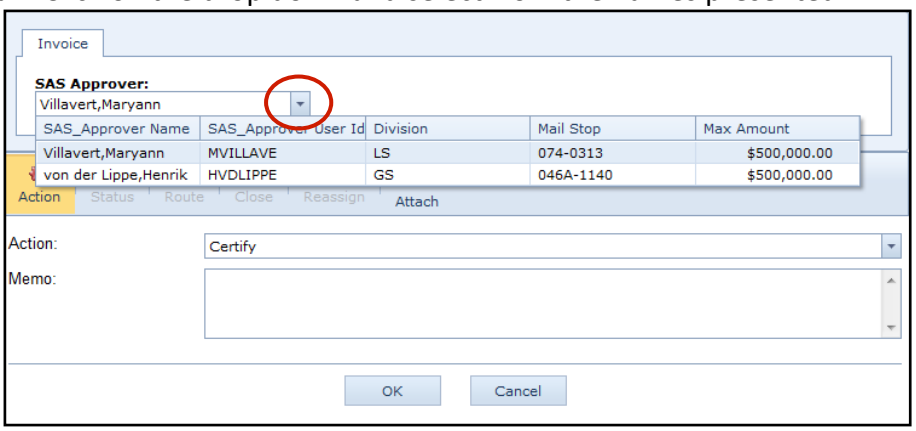


The SAS Approver should be an individual that is within your organizational chain.

1. Expanded view of the available SAS Approver area.



2. The SAS Approver can be selected in two ways:
   a. Click on the drop down and select from the names presented.

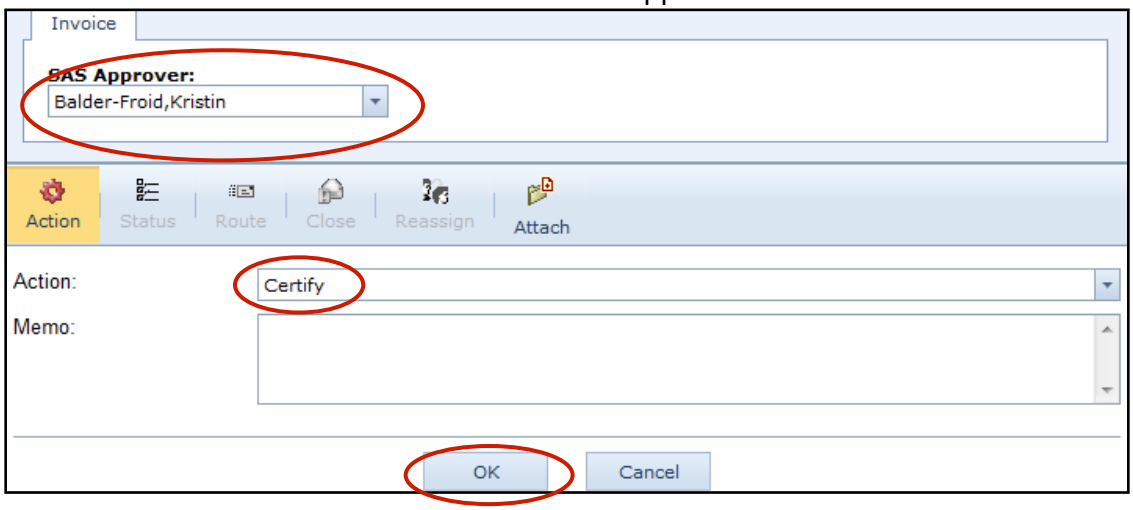


   b. Start typing the last name of the individual that you are searching for and the screen will start to minimize your selection.

Note: Only the people that have the appropriate authority based on the value of the invoice are displayed on the screen.

See step 3, continued on next page.

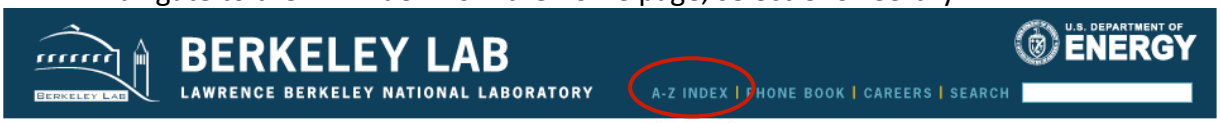
3. Once the appropriate SAS Approver has been populated on the screen.
    a. Select the appropriate action.
    b. Click on “OK” and the item is sent to the approver selected.



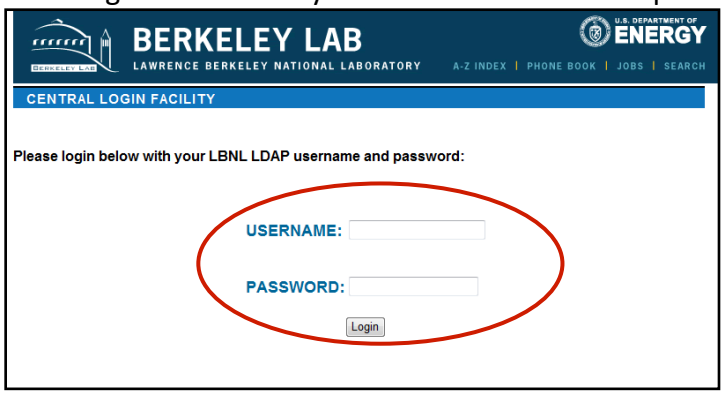
Taking Action – Accessing Work Queue

Using this option allows the approver to navigate directly into the work queue. The work queue shows a listing of invoices that have been routed and require approval.

1. Navigate to the A-Z Index from the home page, select C for Certify.

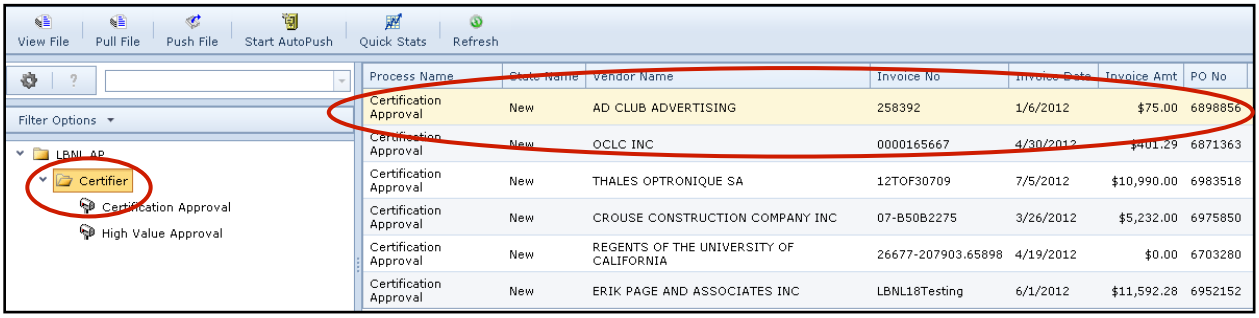


2. Populate the login screen with your LDAP user name and password



Note: If you are already signed into your email account this step is skipped and your LDAP is already authenticated.

3. The work queue is displayed that shows the invoices that are assigned to you.
    a. Click on the second level folder “Certifier” to see items that have been routed to you for approval.
    b. Click on any of the column headings to sort the invoices in ascending or descending order.



4. Double click anywhere on the row to open the item up.

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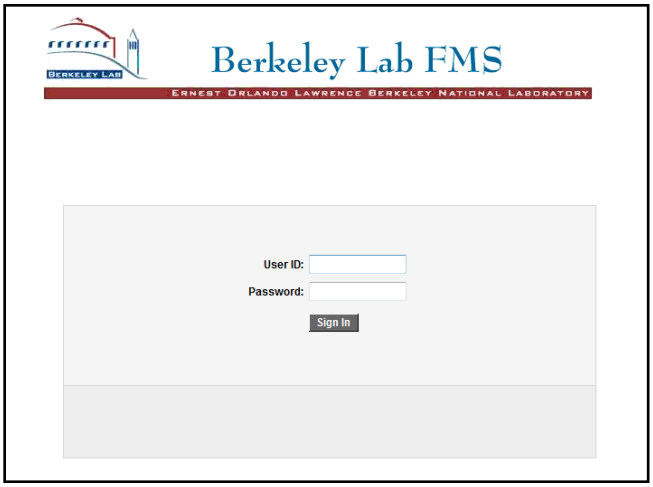

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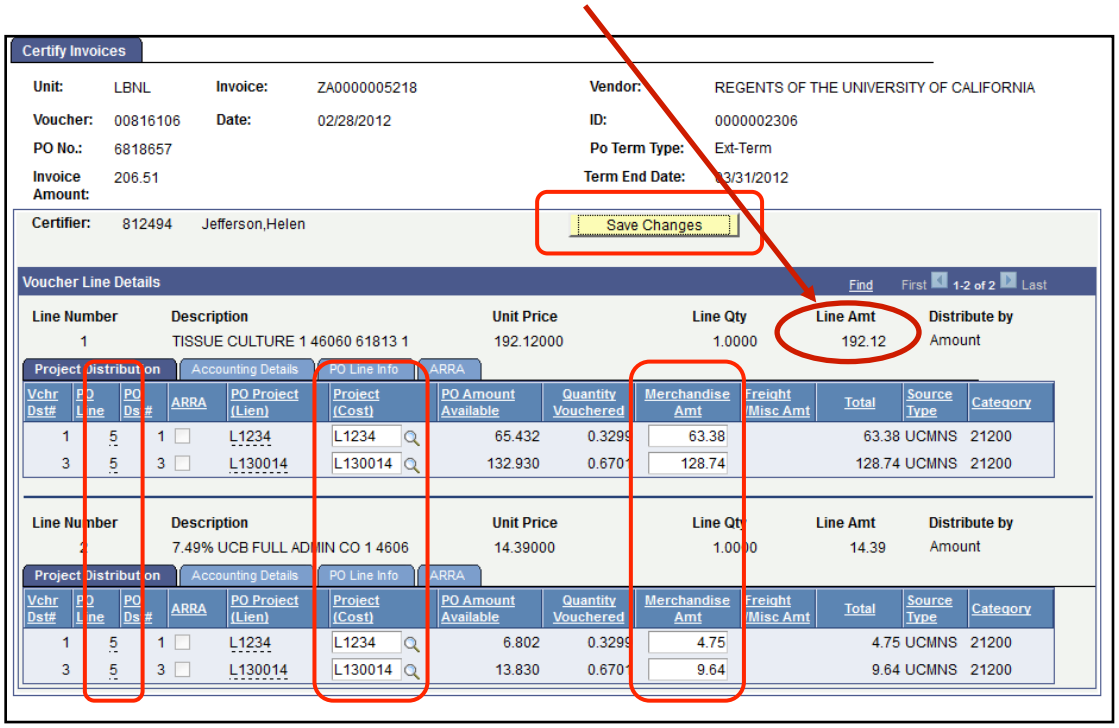

3. After your review:
    a. Click Save changes
    b. If no changes were made simply close the window

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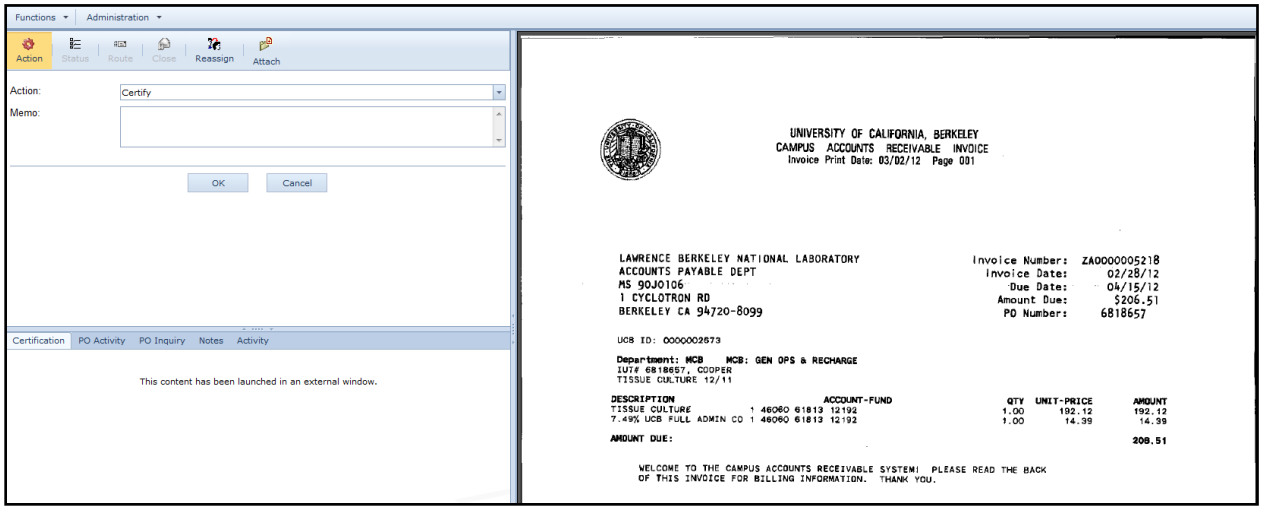

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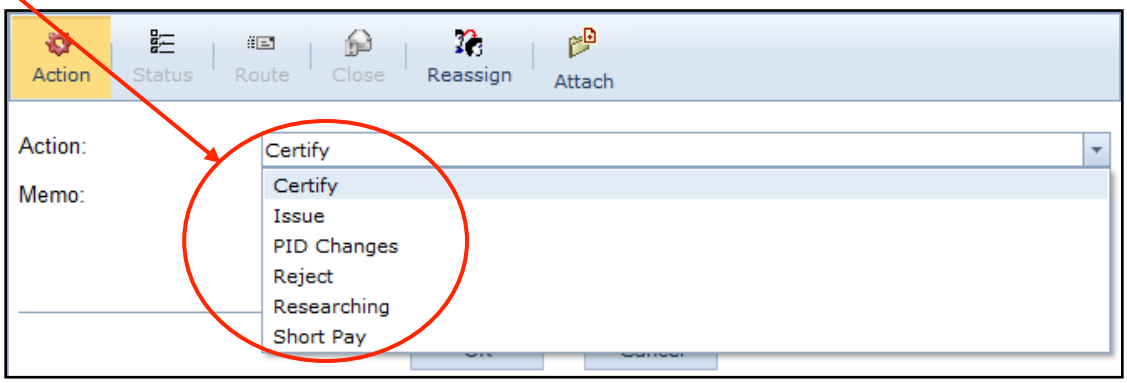

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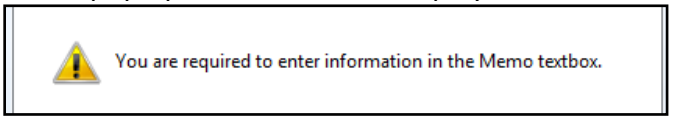

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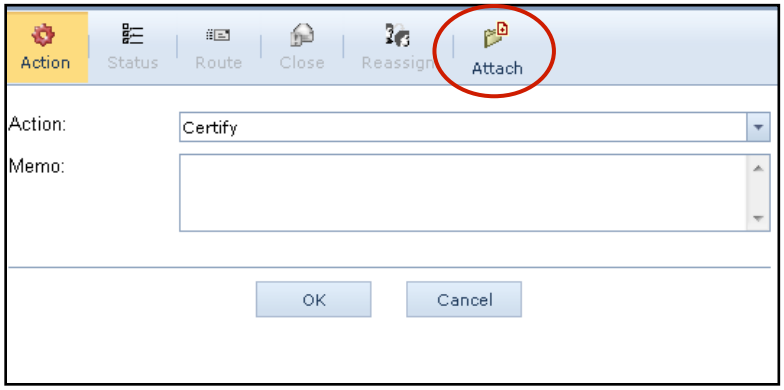
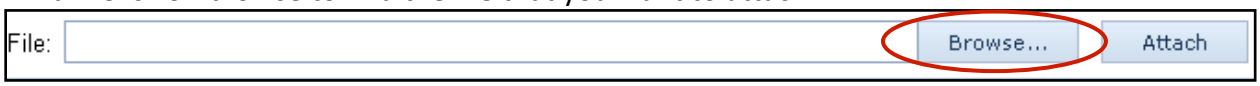
a. Select "Attach."



b. A bar above this area will open up.

c. Select the type of attachment by dropping down the arrow and clicking the selection from the list.

d. Click on browse to find the file that you want to attach.



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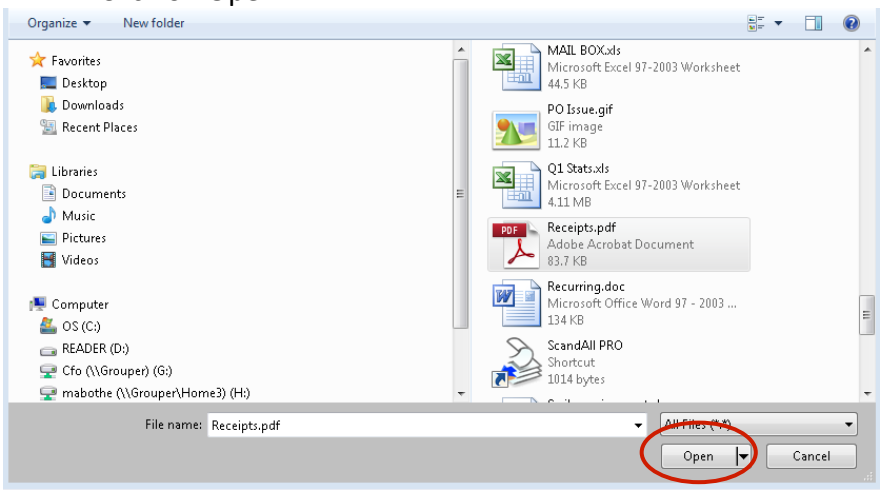
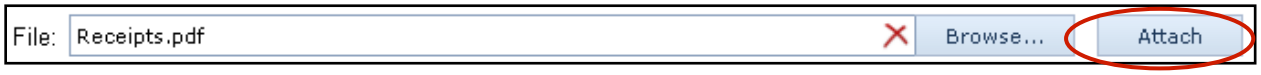
e. A window is opened up for the file to be selected.

   i. Navigate to the file

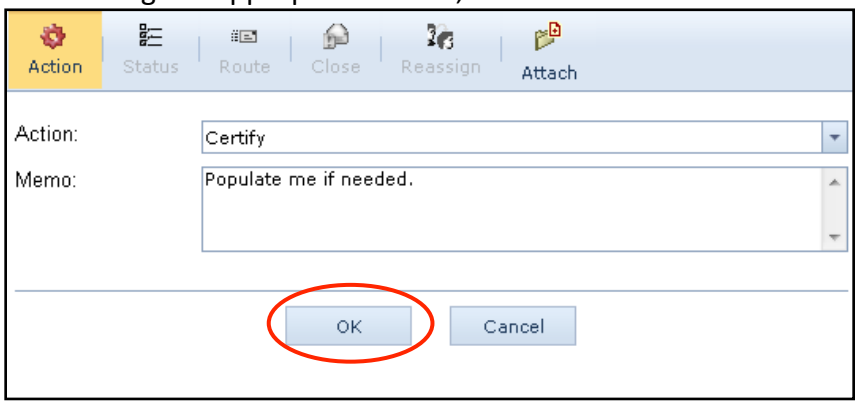
   ii. Click on Open



f. Click on Attach



g. After taking the appropriate action, select "OK"



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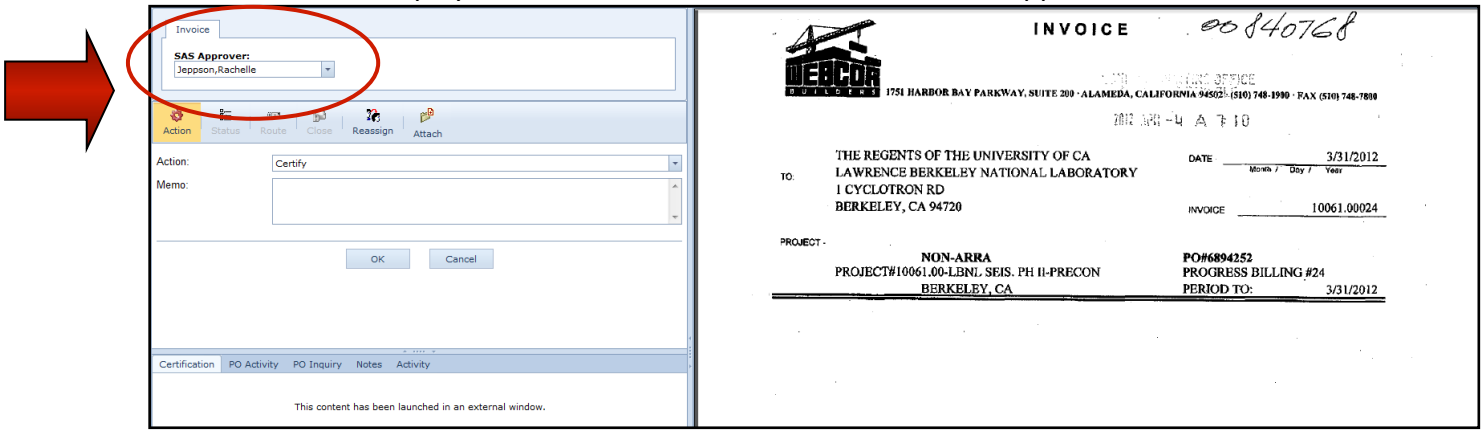

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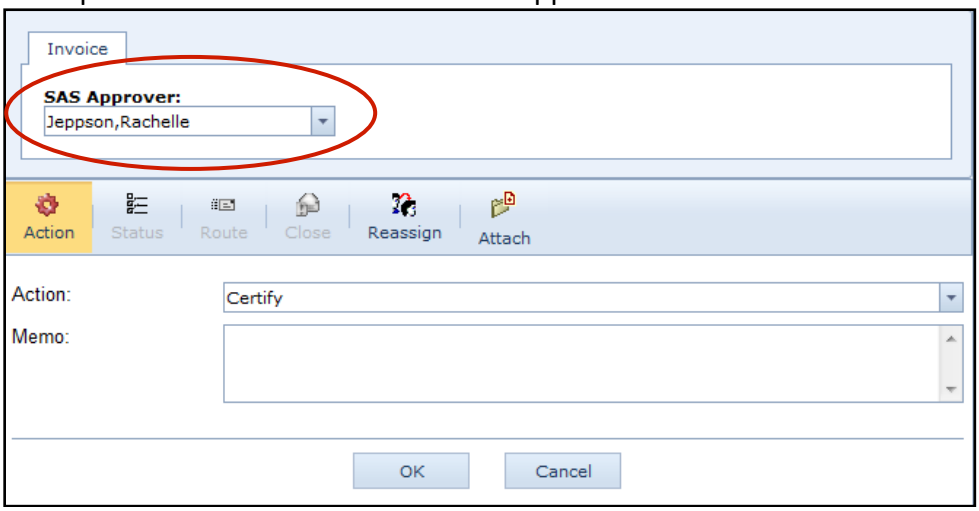

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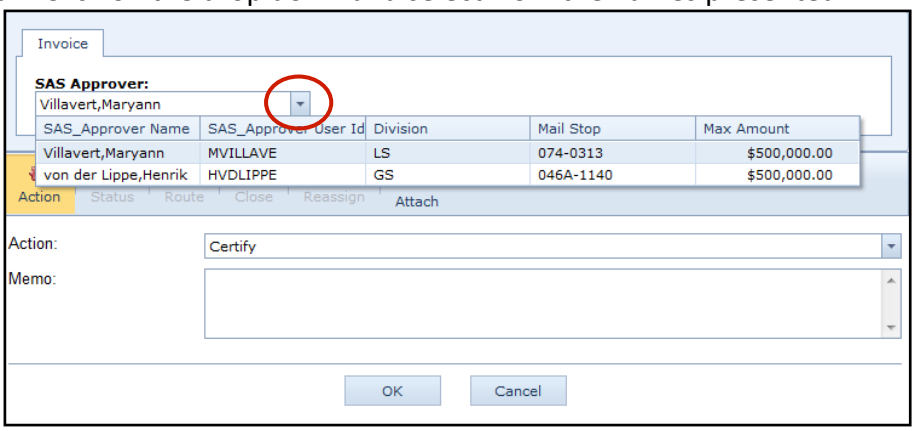

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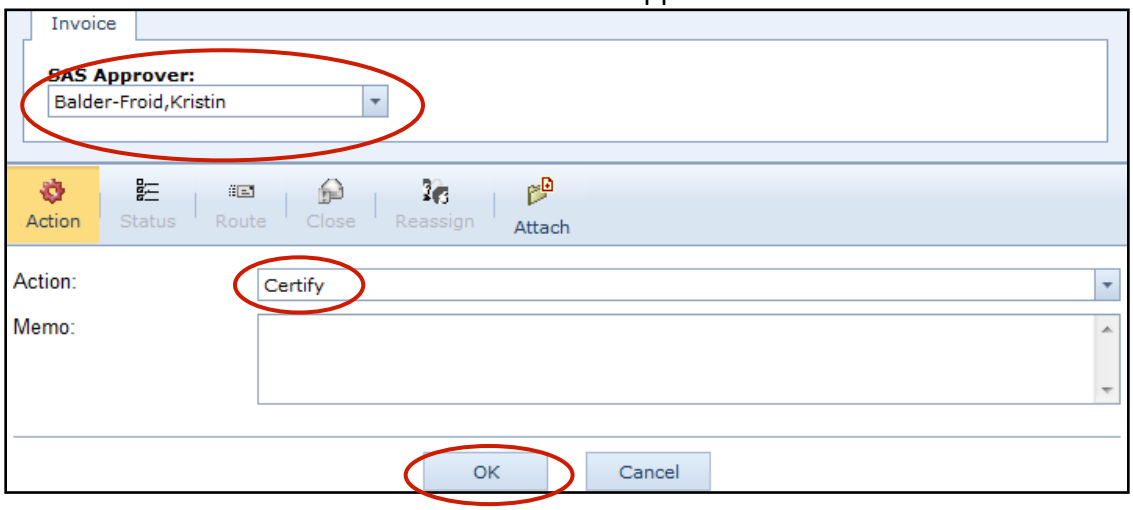
3. Once the appropriate SAS Approver has been populated on the screen.
    a. Select the appropriate action.
    b. Click on “OK” and the item is sent to the approver selected.